



DENNIS FOSTER Insurance Brokers

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Landlords Claim Form

Contact Name _____ Contact Number _____ Email _____

Insured _____ Policy Number _____

Risk Address _____

Is the building registered for GST: **No** **Yes** ABN No: _____ Input Tax Credit % _____

Real Estate Agent Name _____ Contact Number _____

Date of Loss _____ Date Loss Reported _____ Estimated Cost \$ _____

Circumstances of the claim: _____

Who discovered the loss, theft or damage (their details)? _____

Your claim may result in several different events. Each event will be treated as a separate claim and each claim will attract the excess stated in the policy.

Was the tenant responsible for any of the loss or damage? **No** **Yes** Details: _____

Name and address of tenant or forwarding address if known and/or drivers licence, passport details: _____

Have you made a claim on any other policy for the loss or damaged claimed here? **No** **Yes**
If Yes, Insurance Company _____ Policy Number _____

All theft and tenant deliberate damage must be reported to the police for a claim to be made.
Name of Station: _____ Date _____ Report No. _____

Name and address of witness(es) if any: _____

Has the term set out in the original lease to the tenant expired?	No	Yes
If a new lease has not been agreed and signed, is the tenant occupying the premises under Periodic Tenancy Agreement? <i>Attach details of any agreement whether written or verbal</i>	No	Yes
Has the tenant given you or your agent notice of intention to vacate? <i>Attach documentation</i>	No	Yes
Has a claim been lodged with the Tribunal? <i>Attach documentation</i>	No	Yes

What date did the tenant move into the premises? _____

What date did the tenant vacate/or return the keys? _____

What date did the tenant pay their rent to? _____

Bond on Premises? \$ _____

Weekly Rent \$ _____

Has the bond been claimed? **No** **Yes** If No, why not? _____

Have the premises been re-let? **No** **Yes** If No, why not? _____

If Yes, attach the Residential Tenancy Agreement

Loss of Rent for Period

From _____ to _____ at weekly rent \$ _____ Less Bond \$ _____

List the details of your stolen or damaged property

Details of Property Damaged/Lost	Date Purchased	Purchase Price	Input Tax Credit % you can claim	Amount Claimed

Who caused the loss or damage? _____

Name and address of witness(es) if any _____

Is the property repairable?

No *attach original receipts, quotes for replacement or certificate form an authorised repairer that the item is unrepairable*

Yes *attach a quote/invoice(s) for the repairs*

Any additional information to provide: _____

Important: The following must be attached for claims

- Documents to establish loss, e.g. receipts, invoices, quotes
- Residential lease, current at the time of the loss
- Commencement and termination inspection reports
- Tenancy application form
- Documentation to support refund from rental bond board
- Copy of the tenant rent ledger
- Copy of last two notices (if applicable)
- Copy of new lease
- Copies of relevant invoices for amounts deducted from bond

For settlement of the claim, please advise if you would like a cheque or paid into your account?

Account Details;

Bank: _____

Account Name: _____

BSB: _____

A/C: _____